

## COUNTY OF LOS ANGELES

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## DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.gov>

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Reply To: (213) 738-4601  
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May 3, 2012

TO: Each Supervisor

FROM: *Robin Kay for*  
Marvin J. Southard, D.S.W.  
Director of Mental Health

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000  
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC  
PLANNING AND RELATED SERVICES**

This is to advise your Board of our intent to request the Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with The INNOVA Group, Inc. The Amendment will increase the contract amount by \$100,000, for a total Agreement amount of \$600,000. The period of performance for the amended Work Order is for Fiscal Year (FY) 2012-13. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

### **SCOPE OF WORK**

The Department of Mental Health (DMH) intends to extend the Agreement with The INNOVA Group, Inc. (Contractor) from July 1, 2012 to June 30, 2013 to continue services in the following three (3) areas:

#### **AREA 1: SYSTEM LEADERSHIP TEAM (SLT)**

##### **Description:**

The SLT is the primary stakeholder body that monitors the implementation of the Mental Health Services Act (MHSA) Plans and advises the Director of DMH of the County of Los Angeles on ongoing policy and systems changes for the public mental health system. A new SLT was installed in late 2010. The primary objective for 2011 was to ensure that all SLT members had a sound background on key Department issues and MHSA Plans. This was achieved through monthly presentations.

The focus of 2012 is to help the SLT more meaningfully fulfill its core monitoring and advising functions by implementing the various recommendations developed by the SLT

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ad hoc group and approved by the SLT and the DMH Director by June 2012. The primary objective for FY 2012-13 is to implement these recommendations to strengthen SLT's ability to actively and meaningfully monitor the implementation of the various MHSA Plans to provide helpful advice and support to the Department on key issues.

**Objectives:**

- 1. Plan, design, facilitate, and document ten (10) SLT meetings, each lasting three (3) hours on average.**
  - a) Six (6) hours to plan and design each meeting (includes developing materials, such as handouts and PowerPoint [PPT] slides).
  - b) Three (3) hours to facilitate.
  - c) 20 hours to coordinate and document (includes transcription, editing, and refining notes).
- 2. Plan, design, and facilitate 12 SLT sub-committee meetings each lasting two (2) hours on average.**
  - a) Four (4) hours to plan and design each meeting (includes developing materials, such as handouts and PPT slides).
  - b) Two (2) hours to facilitate (includes 30 minutes before and after the meeting).
  - c) Ten (10) hours to document (includes transcription, editing, and refining notes).

**AREA 2: UNDERREPRESENTED ETHNIC POPULATIONS (UREP) COMMITTEE**

**Description:**

The UREP Leadership Committee's primary purpose is to provide recommendations on how to improve mental health outcomes for underrepresented ethnic populations. The UREP Leadership Committee is a multi-ethnic stakeholder body that advises DMH on critical policy and systems issues to address and reduce disparities impacting ethnic/racial minority groups in the County of Los Angeles. It consists of the leaders of each of the UREP sub-committees: African/African American; American Indian/Native American; Asian/Asian American/Pacific Islander; Eastern European/Middle Eastern; and Latina/o.

Over the course of 2010 and 2011, the UREP actively shaped the Innovations Plan and recommended the implementation of various innovative projects, namely the "Community-Designed Integration Service Management Teams." The UREP Leadership Committee has prioritized three (3) issues for FY 2012-13: (1) Innovations Plan Implementation; (2) Prevention and Early Intervention (PEI) Cultural Adaptations; and (3) Full Service Partnership (FSP) Implementation.

The primary objective for FY 2012-13 is to help UREP be actively involved in a learning community that helps guide the implementation of the Innovations Plan, provide insights in the cultural adaptations for PEI programs, and provide analysis and recommendations on the FSP programs targeting ethnic minority populations.

**Objective:**

- 1. Plan, design, facilitate, and document 11 UREP Leadership Committee meetings, each lasting three (3) hours on average.**
  - a) Six (6) hours to plan and design each meeting (includes developing materials, such as handouts and PPT slides).
  - b) Three (3) hours to facilitate.
  - c) 20 hours to coordinate and document (includes transcription, editing, and refining notes).

**AREA 3: LATINA/O POLICY GROUP (LPG)**

**Description:**

The purpose of the LPG is to provide advice to the Director of DMH on policy and systems issues aimed at improving mental health outcomes for Latinas/os. In FY 2011-12, a series of sessions were held to help the group identify priorities and to provide concrete recommendations on these priorities. The LPG decided to focus on a care coordination model (as described in the Department's Challenge Grant Application) to help improve the quality of mental health services for Latina/o clients. (The LPG will create a more detailed care coordination model by June 2012.)

The focus of FY 2012-13 is two-fold: (a) to integrate the care coordination model into the Department's larger efforts associated with the Challenge Grant; and (b) to create an advisory group that consists of Latina/o community leaders outside the Department.

**Objective:**

- 1. Plan, design, facilitate, and document six (6) LPG meetings.**
  - a) Six (6) hours to plan and design each meeting.
  - b) Three (3) hours to facilitate.
  - c) 20 hours to coordinate and document (includes transcription, editing, and refining notes).

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### **FISCAL IMPACT**

There is no net County cost.

The amended amount of the Work Order will increase by \$100,000, for a total Agreement amount of \$600,000, which will be funded through MHSA.

### **NOTIFICATION TIMELINE**

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within one (1) week of this filing, we will submit the amended Work Order request to the CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or [abaker@dmh.lacounty.gov](mailto:abaker@dmh.lacounty.gov).

MJS:DM:AB:lm

c: Health Deputies  
Chief Executive Officer  
Executive Officer, Board of Supervisors  
County Counsel  
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Dennis Murata, M.S.W.  
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